

## **POSITION DESCRIPTION: STOREKEEPER/CHAUFFEUR**

This document lists the major duties and responsibilities of the Storekeeper/Chauffeur.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **1. STOREKEEPER – NON-EXPENDABLE PROPERTY**

- Manages warehouse, arranges deliveries; receives and maintains inventory's stock of non-expendable supplies and property. Acts as the warehouse manager and NEPA clerk to ensure proper documentation, tracking and transferring of all property. Supervises sales and disposals.

#### **2. STOREKEEPER –EXPENDABLE SUPPLIES**

- Manages supply room.
- Responsible for inventory and issue of supplies.
- Ensures receiving reports completed.
- Sets minimum stockage levels.

#### **3. MOTORPOOL SUPERVISION**

- Oversees motorpool operations, including ensuring that vehicles are properly maintained, keeping careful records of costs, and preparing reports.

#### **4. CHIEF OF MISSION DRIVING**

- Serves as primary Chief of Mission driver.
- Delivers invitations for the Mission.
- Drives Class B Cashier to the bank, as required.
- Picks up and delivers parcels, as required.

#### **5. OTHER**

- Performs other duties as assigned.